

Assistance to Firefighters Grant Program (AFG)



FEMA

Grant Application Get Ready Guide 2011

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Prepare for your grant application today

The Assistance to Firefighters grants application period will be opening soon! This handy guide will give you a kick-start in prepping your grant application. It will also better prepare you to thoroughly answer all the grant application questions.

The primary goal of the Assistance to Firefighters Grants (AFG) is to meet the firefighting and emergency response needs of fire departments and nonaffiliated emergency medical service organizations. Since 2001, AFG has helped firefighters and other first responders to obtain critically needed equipment, protective gear, emergency vehicles, training, and other resources needed to protect the public and emergency personnel from fire and related hazards.

Obtain the federal numbers your department needs in order to apply and receive a grant.

Duns Number

Effective October 1, 2003, all federal grant applicants must contain a Dun & Bradstreet Data Universal Numbering System (DUNS) number.

The DUNS number helps the federal government identify organizations that receive federal funding and ensures consistent name and address data for electronic grant applications. Additional information about DUNS numbers can be found on the Dun & Bradstreet Web site at <http://fedgov.dnb.com/webform/displayHomePage.do;jsessionid=B9E740A165>.

There is no charge to obtain a DUNS number, and it is your organization's responsibility to obtain one. Extensions may not be granted for applicants who were unable to obtain a DUNS number prior to the end of the application period.

You are encouraged to apply for a DUNS number as soon as possible by calling 1-866-705-5711; as it may take several weeks to obtain the number online. The DUNS number must be entered in a special data field on the AFG application.

Central Contractor Registration (CCR)

Central Contractor Registry (CCR). Per OMB guidance from August 27, 2010, Federal agencies must require prime recipients of Federal grants register in the Central Contracting Registration (CCR) system. The CCR system is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of agency acquisition missions. CCR registration is free and must be conducted online at www.CCR.gov.

There is no charge to register in CCR, and it is your organization's responsibility to register during the application period. CCR is not required prior to application but will be required if you are selected for award.

For New Registration go to: www.bpn.gov/ccr/grantees.aspx

- A DUNS number is required to apply for a grant and to register in CCR.
- The new CCR registration is NOT a requirement to apply for a grant but as a potential grantee, you should register.
- If your city already has a DUNS number, check first to see if they have already registered in CCR and if their CCR is current.
- CCR Registrants must revalidate their registration at least once per year to maintain an active status.

Step 1: Access the CCR online registration through the CCR home page. Click on Start New Registration. You must have a Data Universal Numbering (DUNS) number in order to begin the registration process.

Step 2: Complete and submit the online registration. If you already have the necessary information on hand, the online registration takes approximately one hour to complete, depending upon the size and complexity of your business or organization.

Clearly explain why your department needs the grant.

The necessary information includes:

1. General Information – Includes, but is not limited to, DUNS number, CAGE Code, company name, Federal Tax Identification Number (TIN), location, receipts, employee numbers, and web site address.
2. Corporate Information – Includes, but is not limited to, organization or business type and SBA-defined socioeconomic characteristics.
3. Goods and Services Information – Includes, but is not limited to, NAICS code, Product Service (PSC) code, and Federal Supply Classification (FSC) code.
4. Financial Information – Includes, but is not limited to, financial institution, American Banking Association (ABA) routing number, account number, remittance address, lock box number, automated clearing house (ACH) information, and credit card information.
5. Point of Contact (POC) Information – Includes, but is not limited to, the primary and alternate points of contact and the electronic business, past performance, and government points of contact.
6. Electronic Data Interchange (EDI) Information* – Includes, but is not limited to, the EDI point of contact and his or her telephone, e-mail, and physical address. (*Note: EDI Information is optional and may be provided only for those businesses interested in conducting transactions through EDI.)

Once a grantee has registered within CCR, the registration is valid for 12 months.

The grantee must renew the registration each year.

If a grantee's registration is expired or inactive, the user must get the registration reset by calling the CCR helpline at 866-606-8220.

Basic Information

- Attend a DHS regional fire program workshop in your area.
- Call the Help Desk at 866-274-0960, or e-mail firegrants@dhs.gov, for answers to your questions.
- Locate your user name and password from previous grant years.
 - Use the same user name and password on your new application.
- Decide on a main point of contract.
- The Program Guidance will be available one week prior to the start of the application period at www.fema.gov/firegrants.

Department Information

- Does your organization protect critical infrastructure? If so, be prepared with the information.

- Determine the population served.
- Are you compliant with the National Incident Management System (NIMS) requirements?
- Do you currently report to the National Fire Incident Reporting System (NIFRS)?
- Do you know your Fire Department Identification Number (FDIN)?

Financial Information

- Do you have extensive state taxes? Do you know your department's taxes rate?
- Have you obtained matching funds?
- Do you have permission from the city to obtain the funds?
- Do you have an indirect cost agreement?
- Has your banking information changed?

Equipment/Vehicle Information

- Do you know the age of the Personal Protective Equipment (PPE) you are requesting to replace?
 - You must know the age of all PPE equipment you are requesting.
- Know the NFPA 1981 edition of all SCBA you are requesting to replace.
- If requesting a vehicle, know the age of the vehicle in your fleet you want to replace.
- You will need to know the age of all vehicles in your fleet.
- If requesting a vehicle, gather information for the new vehicle specifications now.

Regional Information

- Start talking to your regional partners now.
- Open discussions with potential regional partners.
- Gather the necessary information from regional partners to add to your grant application.

Other Information

- For training requests: start looking for training centers or classrooms.
- Make sure all projects can be completed in the one-year period of performance.
- For Wellness and Fitness: behavioral health programs have been added to this year's grant opportunity.
- Make note of what you have and what you need

Check your department's needs assessment against the funding priorities in the Program Guidance. All items are now listed by priority in the Guidance as **H**, **M**, **L**.